



Dear Student:

Thank you for your interest in applying for an internship in my office. I am pleased to see that you want to learn more about the political process.

Interns in my District Office do a broad range of activities, including attending briefings, hearings and seminars; assisting with special projects; conducting research; administrative duties; and responding to constituent inquiries.

Internships are available year round. Many students take advantage of internships through their high school, college or university in exchange for college credits.

My office looks for certain qualifications for these positions. First, preference is given to students who live in the 14th Assembly District. Second, since the nature of our internships requires a certain level of maturity and scholastic experience, students who have completed their first year of college are given the highest priority. After reviewing resumes and applications, students may be asked to participate in a phone interview or an interview in our District Office.

For internships during the school year, my office is happy to be flexible on starting and ending dates and work hours in order to accommodate a student's schedule. It is the student's responsibility to arrange course credit for an internship if such credit is offered by his or her high school, college or university.

Thank you again for your interest. The attached application should be filled out completely and faxed to Terri Waller, District Director, at (510) 559-1478. Resumes and letters of recommendation may be included with the application. You may call Terri at (510) 559-1406, ext. 18, if you have any questions.

Sincerely,

LONI HANCOCK  
Assemblywoman  
14<sup>th</sup> District

**ASSEMBLYWOMAN LONI HANCOCK**  
**2003 INTERNSHIP APPLICATION**

**I. PERSONAL:**

Full Name: \_\_\_\_\_

Home Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Cell Phone: (\_\_\_\_\_) \_\_\_\_\_

**II. EDUCATION:**

Name of Current School: \_\_\_\_\_

City and State of Current School: \_\_\_\_\_

Current Level in School: \_\_\_\_\_ Date Degree Expected: \_\_\_\_\_

Major (if applicable): \_\_\_\_\_ Minor (if applicable): \_\_\_\_\_

**PREVIOUS EDUCATION:**

Name and City of High School and Junior High School:

High School Name: \_\_\_\_\_

City: \_\_\_\_\_

Junior High School Name: \_\_\_\_\_

City: \_\_\_\_\_

### III. PREVIOUS WORK/VOLUNTEER EXPERIENCE:

Start with most recent position first. List the dates of employment, place of employment, job title and job duties. Use another sheet of paper if necessary.

Dates	Place of Employment	Title	Duties

### IV. EXTRACURRICULAR ACTIVITIES:

Please list your hobbies and other areas of interests.

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### V. AIMS/PROFESSIONAL GOALS:

(Submit on a separate typed page)

Please write a paragraph describing your future career goals and how an internship in Assemblywoman Hancock's office will assist you in obtaining these goals.

**VI. REFERENCES:**

List the names and phone numbers of three references. (Please include at least one personal and one professional reference).

1.) Name: \_\_\_\_\_

Phone Number:\_\_\_\_\_

2.) Name: \_\_\_\_\_

Phone Number:\_\_\_\_\_

3.) Name: \_\_\_\_\_

Phone Number:\_\_\_\_\_

**PLEASE NOTE:**

You are welcome to submit a resume and cover letter with this application.

**Please Fax These Completed Materials To:**

**Terri Waller**

**(510) 559-1478**

Terri can be reached at (510) 559-1406, ext. 18 with any questions.